

## **UK HAEMOPHILIA CENTRE DOCTORS' ORGANISATION**

### **GUIDELINES FOR WORKING PARTIES**

1. The decision to set up a Working Party will be made by the Advisory Committee.
2. The UKHCDO chairman will invite an individual to be chairman who will agree proposed membership of working party with UKHCDO chairman. The secretary will be appointed by the working party from amongst its number.
3. The terms of reference, membership and chairmanship will be confirmed by the Advisory Committee.
4. The normal period for a Working Party will not exceed 3 years. After 3 years the Chairman should present a review of the Working Party activities and achievements and propose a further draft terms of reference (if appropriate) to the Advisory Committee through the UKHCDO chairman. The membership, chairman and secretary should be reviewed at this time. For some purposes it may be more appropriate to set up a Task Force for a short period of time to address a single issue.
5. There should normally be at least 2 meetings per year.
6. Copies of the agenda (prior to meetings) and minutes should be sent to the UKHCDO chairman, members of the Working Party and Secretariat (for circulation to the Advisory Committee).
7. A written annual report should be presented at the AGM detailing the activities of the Working Party. It should list publications and presentations arising out of its activities. The annual report should contain a list of members and a summary of attendance at the meetings.

**11.02.2004**